

**1 JANUARY 1997**



**Personnel**

**CIVILIAN PERFORMANCE MANAGEMENT**

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**SUMMARY OF REVISIONS**

This policy directive has been revised throughout.

1. The Air Force depends upon a large civilian work force to accomplish its various missions. Managing this work force requires an effective system for use in promotion consideration, award nominations, etc., that helps plan, monitor, develop, evaluate and reward individual and organizational performance.
2. The Air Force's performance appraisal system is based on objective measurements of performance against individual and organizational goals, establishment of accountability in meeting those goals, and evaluation of individual and organizational accomplishments.
3. The Air Force endorses incentive awards to recognize employee or organizational contributions that result in benefits or savings to the Government.
4. This directive establishes the following responsibilities and authorities:
  - 4.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian performance management policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.
  - 4.2. The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the Civilian Performance Management Program.
5. The Air Force civilian performance management program applies to all General Schedule (Grade GS), and Federal Wage System (FWS) employees serving under appointments such as career, career-condi-

tional, and temporary. This includes senior-level, scientific, and professional employees paid under Title 5, United States Code, Chapter 53, Section 5376, as well as Air Reserve technicians.

**6. See Attachment 1** for measures used to comply with this policy.

**7. See Attachment 2** for governing policies and directives implemented by this policy directive and other publications with which it interfaces.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

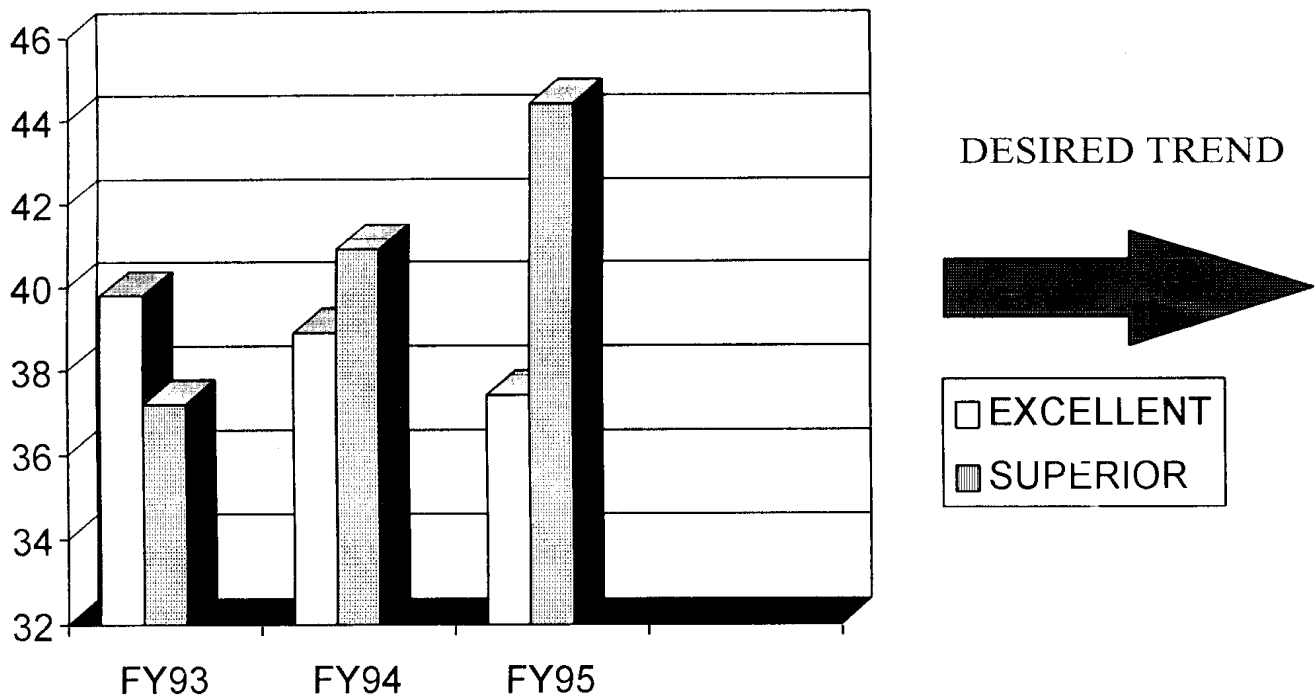
## Attachment 1

### MEASURING COMPLIANCE WITH POLICY

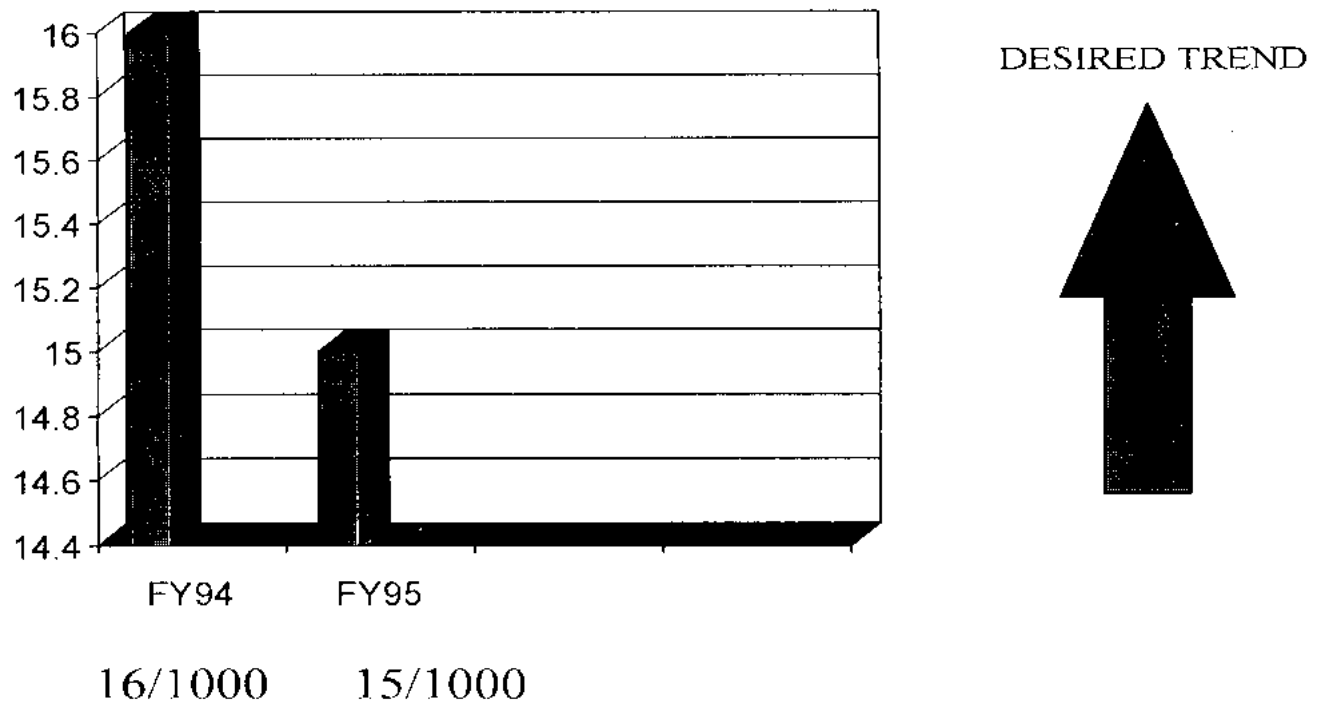
**A1.1.** Compliance with civilian performance management policy will be assessed by measuring program effectiveness. The measurements will be accomplished through analysis of Air Force-wide rating levels and use of available recognition programs.

A1.1.1. The effectiveness of the program will be tracked by charting rating levels to highlight inflationary trends and the use over time of various forms of recognition.

**Figure A1.1. Number of Excellent and Superior Ratings.**



**Figure A1.2. Number of Honorary Awards Given Per Thousand Employees.**



## **Attachment 2**

### **GLOSSARY OF REFERENCES**

#### **Implemented Publications:**

Title 5, United States Code:

Chapter 43, *Performance Appraisal*, Sections 4301 through 4305

Chapter 45, *Incentive Awards*, Section 4501 through 4506

Title 5, Code of Federal Regulations, current edition:

Part 430, *Performance Management*

Part 432, *Performance Based Reduction in Grade and Removal Actions*

Part 451, *Incentive Awards*

#### **DoD Implemented Publications:**

DoD Directive 1400.5, *DoD Policy for Civilian Personnel*, 21 March 1983

DoD Directive 1400.16, *Inter-departmental Civilian Personnel Administration Support*, 30 October 1970

DoD Directive 1400.25-M, CPM 711, *Installment 12, Labor-Management Relations*, 10 November 1988

DoD Instruction 1416.4, as amended, with Change 1, *Quality Salary Increases for Employees Subject to the Classification Act of 1949*, 4 March 1963

DoD Directive 1432.2., *Honorary Awards to Private Citizens and Organizations*, 28 February 1986

DoD Directive 5010.38 with Change 1, *Internal Management Control Program*, 14 April 1987

#### **Interfaced Publications:**

AFI 36-107, *Personnel and Position Actions* (formerly AFR 40-296)

AFI 36-108, *Evaluation of Personnel Management and Administration* (formerly AFR 40-5)

AFI 36-301, *The Merit Promotion Program* (formerly AFR 40-335)

AFI 36-704, *Discipline and Adverse Actions (PA)* (formerly AFR 40-750)

AFI 36-802, *Setting Pay Rates* (formerly AFR 40-530)

AFI 36-810, *Drug and Alcohol Abuse Prevention and Control Program* (formerly AFR 40-792)

AFI 36-1001, *Performance Management Program* (formerly AFR 40-452)

AFI 36-1203, *Appeal and Grievance Procedures* (formerly AFR 40-771)